**Curriculum Vitae**

Ms. Golesar Vrushali K. ADD: House no. 10, Behind City Care Hospital, Bankar mala,

Nashik-Pune Road, Nashik- 422011

E mail- [vrushali.golesar@gmail.com](mailto:vrushali.golesar@gmail.com)

Mob: +91 8446534813

**OBJECTIVE:**

To achieve a top position in a related field and seek personal & professional growth with a desire to excel by utilizing my abilities

**EDUCATIONAL QUALIFICATION:**

* **SSC in March 2000** with higher second class from Maharashtra State Board of Secondary Education
* **HSC in March 2003** with first class from Maharashtra State Board of Secondary Education
* **Bachelor in Arts** from K T H M College, Gangapur Road, Nashik
* Appeared for **MA second year**

**ACTIVITIES:**

Computer skills: Well acquainted with Computer basics- MS Word, Excel, Power Point.

**CERTIFICATION COURSES:**

* **MS-CIT**
* Computer concepts from DOEACC society,
* Diploma in Office
* Computerization, course in Desk Top Publishing (DTP)
* English Typewriting: **Speed 30 w.p.m.**
* Marathi Typewriting: **Speed 30 w.p.m.**

**PROFFESSIONAL EXPERIENCE:**

* Experience of 1 year in **Rich System Solutions Pvt Ltd**
* Experience of 1 year 2 months in **Wavetechline India Pvt Ltd**

**As an administrator and senior tele caller**

**PERSONAL DETAILS:**

**Date** **of** **birth**: 1985, Februaey, 1st

**Gender**: Female

**Address:** House no. 10, Behind City Care Hospital,

Bankar mala, Nashik-Pune Road, Nashik- 422011

**Likes:**  Sports, reading, listening to music

**Languages Known:** Marathi, Hindi & English

**STRENGTH**:

Motivator;

Having ability to persuade second person’s mind;

Having speaking tactic with clients;

Excellent time management.

**DECLARATION**:

I hereby declare that the above mentioned information is true to the best of my knowledge.

Date:

Place: Golesar Vrushali K.